

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**37**

**FEBRUARY 10, 2004**

**FROM:       ROBERTA YORK, DIRECTOR  
              PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: ACCEPT ONE-TIME PROGRAM IMPROVEMENT GRANT AWARD FOR THE  
              HEAD START PROGRAM**

**RECOMMENDATION:**

1. Accept One-Time Program Improvement Grant award of \$314,087 from the Administration for Children and Families (ACF) for the Head Start Program.
2. Authorize the Auditor/Controller-Recorder to increase appropriations and revenue in the Preschool Services Department Fiscal Year (FY) 2003-2004 budget by \$314,087, as detailed in the Financial Impact section, (4 votes required).
3. Authorize the Purchasing Agent to issue purchase orders to acquire fixed assets (playground equipment) in the amount of \$97,361 and for installation/maintenance in the amount of \$41,726.

**BACKGROUND:**

On May 20, 2003, the Board of Supervisors approved PSD's application to the ACF for One-Time Program Improvement funds for the Head Start Program in the amount of \$895,278 for FY 2003-2004. The original application included a request for funds for facility renovation/construction, equipment purchases, information technology updates, and to correct program deficiencies.

The One-Time Program Improvement Grant Award was received on January 22, 2004, and authorizes \$314,087. It authorizes PSD to retrofit buses with child safety seats to comply with transportation regulations; install classroom dividers at the Apple Valley, Sivaland, and Yucaipa sites; purchase and install a playground structure at the Needles site, and replace or upgrade playground equipment or playground irrigation at seven additional sites. All purchases will be made per county procurement procedures. It also authorizes the purchase of a computer server, high capacity copier, duplicator, and two additional copiers. In anticipation of the grant award, the server, copiers and duplicator were included in PSD's budget and were purchased. The original requests for facility renovation/construction and information technology updates were not approved.

Approval of this grant award will allow PSD to make the requested improvements within FY 2003-2004.

**Page 1 of 2**

Record of Action of the Board of Supervisors

**37**

**ACCEPT ONE-TIME PROGRAM IMPROVEMENT GRANT AWARD FOR THE HEAD START PROGRAM**

**FEBRUARY 10, 2004**

**Page 2 of 2**

**37**

**REVIEW BY OTHERS:** This item has been reviewed by County Counsel (Julie Surber, Deputy County Counsel) on January 28, 2004; HSS Finance (Kristin Letterman, Administrative Manager) on January 29, 2004; and by the County Administrative Office (Gary Morris, Administrative Analyst) on January 29, 2004.

**FINANCIAL IMPACT:** Acceptance of the grant award of \$314,087 is 100% reimbursed by the Administration for Children and Families through the Federally funded Head Start program. There is no local cost.

Authorize the Auditor/Controller-Recorder to make the following changes to the PSD FY03/04 budget:

**Revenue**

<u>Fund</u>	<u>Dept</u>	<u>Org</u>	<u>Source</u>	<u>Description</u>	<u>Amount</u> <u>Increased/(Decreased)</u>
RSC	HPS	HPS	9030	Federal Aid	\$ 314,087
				<b>Total</b>	<b>\$ 314,087</b>

**Expenditures**

<u>Fund</u>	<u>Dept</u>	<u>Org</u>	<u>Object</u>	<u>Description</u>	<u>Amount</u> <u>Increased/(Decreased)</u>
RSC	HPS	HPS	2870	Maintenance (Installation)	\$ 41,726
RSC	HPS	HPS	3251	Student Transportation	\$ 175,000
RSC	HPS	HPS	4040	Equipment (Playground)	\$ 97,361
				<b>Total</b>	<b>\$ 314,087</b>

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and recommends this action, as expenses incurred under the Head Start program are 100% reimbursed by the Federally funded Head Start Program.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Roberta York, Director, Preschool Services Department (909) 387-2355